



VOLUNTEER APPLICATION

Site: _____

Name: _____ Social Security # _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephones: Daytime _____ Evening: _____ Cell: _____

Based on your skills and knowledge what volunteer job assignment would you prefer? Please list in priority order.

1. _____ 2. _____ 3. _____

DAYS & TIMES YOU ARE AVAILABLE TO VOLUNTEER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							

EDUCATION RECORD

High School University/Colleges Trade/Business Schools	Location	Diploma, Degree, Certification Earned or Hours Earned	Major Field of Study

OTHER INFORMATION

1. May we contact your present work or volunteer employer? ☐ Yes ☐ No
2. May we contact your former work or volunteer employer? ☐ Yes ☐ No
3. Are you related to any member of the City Council or any person employed by the City of Austin? ☐ Yes ☐ No
- If yes, Name: _____ Department _____ Relationship: _____

EMPLOYMENT & VOLUNTEER WORK RECORD

Please list below the most recent employment or volunteer experience. Begin with your present positions and continue in date order.

You may attach a resume reflecting your employment and volunteer history in lieu of completing this section

PARD- Ordinance 020131-65- Revised April 25,2002.

Employer: _____ ☐ Full Time (30+ hours/wk) ☐ Part-time (- 30 hrs/wk)

Address: _____ City: _____ State: _____

☐ Volunteer or ☐ Employment Position Title: _____

Start Date: _____ End Date: _____ Months in position: _____

Reason for leaving: _____

Describe responsibilities and duties you performed or skills you have that are required for the volunteer position you are applying:

Employer: _____

☐ Full Time (30+ hours/wk)

☐ Part-time (- 30 hrs/wk)

Address: _____

City: _____

State: _____

☐ Volunteer or ☐ Employment

Position Title: _____

Start Date: _____ End Date: _____ Months in position: _____

Reason for leaving: _____

Describe responsibilities and duties you performed or skills you have that are required for the volunteer position you are applying:

Other Experience

List any special qualifications, skills, hobbies, training, certifications, and licenses: _____

computer Work: ☐ Yes ☐ No If yes, please check-off the software listed below that you know how to operate.

☐ Word ☐ Excel ☐ Access ☐ WebDesign ☐ Photoshop ☐ Microsoft Publisher

☐ Other: _____

Languages other than English: 1. _____ ☐ Speak ☐ Read ☐ Write

Languages other than English: 2. _____ ☐ Speak ☐ Read ☐ Write

I understand that if I am placed in a volunteer position, it will be at the discretion of the City of Austin Parks & Recreation Department.
I understand that the City of Austin Parks & Recreation Department has no obligation to continue my volunteer service or offer of future employment.

I certify that I have no misrepresentation in this application and I have not withheld information in my statements and answers to questions.
I hereby authorize the City of Austin Parks & Recreation Department to investigate and verify any representation made by me, either orally or in writing. I hereby release the City of Austin Parks & Recreation Department and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages or any kind which may result to me on account of compliance, or attempts to comply, with this authroization.

I am also aware that my application is subject to the Texas open records law and may be released as a public document.

I also understand that this application is the property of the City of Austin and will become part of my volunteer file if I am selected and placed as a volunteer.

I also understand that if my placement involves working with youth the City of Austin Parks and Recreation Department may conduct a criminal background investigation prior to volunteer placement.

Signature of Volunteer Applicant: _____ Date: _____

Signature of Volunteer Parent/Guardian: _____ Date: _____
(18 & under)